

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

August 03, 2021

**Aldermen Cavanaugh, O'Neil,
Sapienza, Roy, Barry**

5:30 p.m.

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Cavanaugh calls the meeting to order.
2. The Clerk calls the roll.
3. Summary of abatement requests submitted by Fred McNeil,
Chief Engineer.
Gentlemen, what is your pleasure?
4. Amending resolution and budget authorization providing for the
acceptance and expenditure of funds in the amount of \$726,206 for
CIP 212020 System of Care-SAMHSA.
Gentlemen, what is your pleasure?
5. Amending resolution and budget authorization providing for the
acceptance and expenditure of funds in the amount of \$3,000 for
CIP 213121 Asthma Home Visiting Program.
Gentlemen, what is your pleasure?
6. Amending resolution and budget authorization providing for the
acceptance and expenditure of funds in the amount of \$8,239.70 for CIP
410522 Firehouse Subs Public Safety Award.
Gentlemen, what is your pleasure?
7. Amending resolution and budget authorization providing for the
acceptance and expenditure of funds in the amount of \$16,738 for
CIP 410622 HazMat Allocation-FLIR.
Gentlemen, what is your pleasure?

8. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$6,000 for CIP 410921 Warm Zone EMS Equipment and Training.
Gentlemen, what is your pleasure?
9. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$24,000 to CIP 510121 Rock Rimmon Park Phase 2.
Gentlemen, what is your pleasure?
10. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$128,505.53 for CIP 711819 LED Street Lighting Program.
Gentlemen, what is your pleasure?
11. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$55,000,000 for CIP 712722 Various Capital Improvement Projects by EPD.
Gentlemen, what is your pleasure?
12. Communication from Anna Thomas, Public Health Director, requesting an extension of CIP 213621 Manchester Crisis Response Unit-United in Harm Reduction through 12/31/2021.
Gentlemen, what is your pleasure?
13. Communication from Andre Parent, Fire Chief, requesting an extension of CIP 411421 Radiological Emergency Preparedness Program through 12/31/2021.
Gentlemen, what is your pleasure?
14. Communication from Owen Friend-Gray, Highway Chief Engineer, requesting an extension of CIP 510320 Sheehan-Basquil Park Phase II through 6/30/2035.
Gentlemen, what is your pleasure?

15. Communication from Joanne Glode of The Nature Conservancy requesting funding in the amount of \$68,000 to complete the parking lot at the Cedar Swamp Preserve.
Gentlemen, what is your pleasure?
16. Communication from Leon LaFreniere, Planning & Community Development Director, regarding a request from Neighborworks Southern New Hampshire to refinance and consolidate mortgages on three existing properties to one loan.
Gentlemen, what is your pleasure?
17. If there is no further business, a motion is in order to adjourn.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson, Chair
James Burkush
Trixie Dysart
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 7/21/2021 21-125
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill
RE: EPD Abatement Requests

FTM
att

The attached tables summarize the 7 sewer abatements reviewed by the Highway Commission at their monthly meeting on July 12, 2021.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

Summary of Abatement Requests
July 8, 2021 to Highway Commission
July 12, 2021 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Request Rec'd	Request Reason	EPD Recommendation	Justification	Abatement Amount	Highway Recommendation
1	184685-15506	Sechelar	90 Wilson St	11/23/20	Hot water tank	Deny	below 250% threshold - 224%	0.00	Deny
2	23193-159604	Trotter	263 Somerville St.	02/11/21	toilet running	Grant	above 250% threshold - 751%	1,632.27	Grant
3	152421-8342	CPC Investments LLC	381 Merrimack St.	02/16/21	toilets running	Grant	above 250% threshold - 557%	2,675.01	Grant
4	194721-42958	Jordan	139 Riverdale Ave	02/22/21	burst pipes	Grant	above 250% threshold - 423%	361.00	Grant
5	193119-67598	479 Maple St. LLC	265 Concord St.	03/01/21	leaking toilet	Grant	above 250% threshold - 354%	562.50	Grant
6	47367-33698	Quirk	335 Old Wellington Rd	03/03/21	leaking toilet	Grant	above 250% threshold - 267%	216.60	Grant
7	181523-1612	Caplin	277 Merrimack St.	03/14/21	leaking toilet	Grant	above 250% threshold - 303%	285.19	Grant
Total Abatements								\$5,732.57	

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/23/2020

Customer Name: Sechelar Account #: 184685-15506

Property Address: 90 Wilson St

Reason for Request: Hot Water Tank

Service Dates: 9/8/20-12/8/20 Bill Date: 1/20/2021

Consumption: 159 ccf % Increase from Average: 224%

Average Consumption: 71 ccf Based on: prior 12 quarters

Difference: 88 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny Jm

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway Recommendation: _____ Date: _____

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

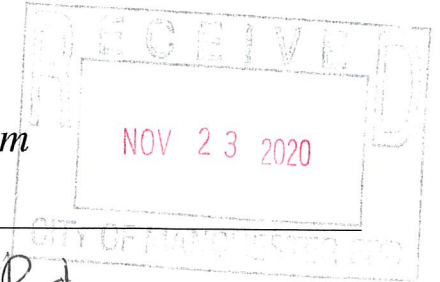
Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form



Name: Valentin Sechelaru

Address: 20 Prescott Heights Rd
(Street) Hooksett (City) NH (State) 03106 (Unit) (Zip)

Phone Number: 603 231 7970

Customer Account Number: 184685 - 15506

Address of Property for which Abatement is Requested:
90 Wilson St
(Street) Manchester (City) NH (State) (Unit) (Zip)

Billing Period: 09/08/2020 - 11/17/2020

Amount of Abatement Request: 166.00

Reason for Abatement Request: Hot water tank failure

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Water accumulated in Basement on concrete floor

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Vale SSS
(Signature)

11/19/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/11/2021

Customer Name: Trottier Account #: 23193-15604

Property Address: 263 Somerville St

Reason for Request: toilet running

Service Dates: 9/8/20-12/7/20-3/8/21 Bill Date: 1/20/21 & 4/25/21

Consumption: 511 ccf % Increase from Average: 751%

Average Consumption: 68 ccf Based on: 5 year average

Difference: 443 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold.

Approved Jm

Abatement Total:	<u>236 ccf</u>	at \$	<u>3.75</u>	<u>\$885.00</u>
	<u>207 ccf</u>	at \$	<u>3.61</u>	<u>\$ 747.27</u>

Highway
Recommendation: _____ Date: _____

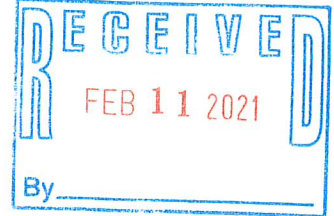
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Matthew Trotter

Address: 2 Hitching Post Lane

Bedford (City) NH (State) 03110 (Unit)

Phone Number: (603) 714-5928 (Zip)

Customer Account Number: 23193-15604

Address of Property for which Abatement is Requested: 263 Somerville Street 2nd Floor

Manchester (City) NH (State) 03103 (Unit)

Billing Period: 9/8/20 - 12/7/20 - 3-8-21 (Zip)

Amount of Abatement Request: 754.49

Reason for Abatement Request: TENANT TRIED TO CHANGE

toilet FLAPPER AND hung the chain on the

Highest LOOP CAUSING chain to go under flapper.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

N/A

N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Matthew Trotter

(Signature)

2/8/2021 (Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/16/2021

Customer Name: CPC Investments LLC **Account #:** 152421-8342

Property Address: 381 Merrimack St

Reason for Request: toilets leaking

Service Dates: 6/30/20-9/21/20-3/24/20-12/21/20 **Bill Date:** 8/5/20,11/4/20,2/3/21

Consumption: 903 ccf **% Increase from Average:** 557%

Average Consumption: 162 ccf **Based on:** 5 year average

Difference: 741 ccf

Other Comments: Included last 3 quarters due to estimated reading and timing of repairs.

EPD Recommendation: Grant - Abatement exceeds the 250% threshold.

Approve JFM

Abatement Total: 741 ccf **at \$** 3.61 **\$** 2,675.01

Highway Recommendation: **Date:**

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: 381 Merrimack LLC

Address: 17 Marshall St
(Street) (Unit)
Nashua NH 03060
(City) (State) (Zip)

Phone Number: 603-231-2655

Customer Account Number: 152421-8342

Address of Property for which Abatement is Requested:
381 Merrimack St
(Street) (Unit)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 6/30/20-9/21/20

Amount of Abatement Request: \$2,100

Reason for Abatement Request: A toilet in apartment #1 was leaking unbeknowst to tenant or landlord.

The fill valve needed to be adjusted for water to fill to correct level, it was overfilling. No parts were needed to rectify the problem.


Toilet is operating correctly as of 11/8/2020.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

 Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.


(Signature)

2/3/2021
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/22/2021

Customer Name: Jordan

Account #: 194721-42958

Property Address: 139 Riverdale Ave

Reason for
Request: burst pipe

Service Dates: 6/23/20-9/21/20

Bill Date: 11/4/2020

Consumption: 131 ccf

% Increase
from Average: 423%

Average
Consumption: 31 ccf

Based on: used prior owners information
Limited History

Difference: 100 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold.

Approved JFM

Abatement Total: 100 ccf at \$ 3.61 \$ 361.00

Highway
Recommendation: _____

Date: _____

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

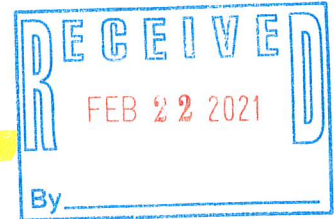
Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form



Name: Jessica H. Jordan
Address: 139 Riverdale Avenue
Manchester, N.H. 03103
(Street) (City) (State) (Unit) (Zip)
Phone Number: 603-315-3767 (H) 603-668-8618 (H)
Customer Account Number: 194721-42958 cycle-ROUTE 08-05

Address of Property for which Abatement is Requested:

139 Riverdale Avenue
Manchester, N.H. 03103
(Street) (City) (State) (Unit) (Zip)

Billing Period: Quarterly 6/23/2020 - 9/21/2020

Amount of Abatement Request: \$411.54 (Paid \$500.00 ^{conf. #:} 039355) →

Reason for Abatement Request: High Usage was reported 10/2020.
Water leak. (See enclosed description)
Mildew. (please. Thank you.)

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

This has caused a hardship! *Now a Floating Floor. ☺

See attached bill for work that was completed due to the water damage. Thank you.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

2/4/2021
(Date)

**CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation**

Date Received: 3/1/2021

Customer Name: 479 Maple St. LLC

Account #: 193119-67598

Property Address: 265 Concord St.

Reason for
Request: leaking toilet

Service Dates: 11/24/20-2/24/21

Bill Date: 4/8/2021

Consumption: 209 ccf

% Increase
from Average: 354%

Average
Consumption: 59 ccf

Based on: Limited history
Used some of prior owners

Difference: 150 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold.

Approve Jm

Abatement Total: 150 ccf at \$ 3.75 \$ 562.50

Highway
Recommendation: _____

Date: _____

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

Rec'd
2-11-21

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: 479 Maple Street, LLC - Keith Duperron

Address: 471 Maple
(Street)

Manchester (City) NH (State) 03104 (Unit)
(Zip)

Phone Number: (603) 661-0898

Customer Account Number: 193119-67598

Address of Property for which Abatement is Requested:

265 Concord
(Street)

Manchester (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 11-24-20 2-24-21

Amount of Abatement Request: 620.92

Reason for Abatement Request: Toilet fill valve had been tampered with, causing fill valve to continuously dump water down the overflow inside of the tank. I just found out and made adjustment to fix it.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Keith Duperron
(Signature)

3/1/21
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/3/2021

Customer Name: Quirk

Account #: 47367-33698

Property Address: 335 Old Wellington Rd

Reason for
Request: leaking toilet

Service Dates: 11/2/20-2/18/21

Bill Date: 3/10/2021

Consumption: 96 ccf

% Increase
from Average: 267%

Average
Consumption: 36 ccf

Based on: 5 year average

Difference: 60 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold.

Approved Jm

Abatement Total: 60 ccf at \$ 3.61 \$ 216.60

Highway
Recommendation: _____

Date: _____

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John Quirk

Address: 335 Old Wellington Rd
(Street)
Manchester (City) NH (State) 03104 (Unit)
Phone Number: 603 361 0598 603 622 8940
Customer Account Number: ???? 47367-33698

Address of Property for which Abatement is Requested:

Same as above
(Street) (City) (State) (Unit) (Zip)

Billing Period: 11/2/20 - 2/1/21

Amount of Abatement Request: \$ 220.21

Reason for Abatement Request: Toilet leak
Had to replace toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Toilet leak - bathroom

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

John Quirk
(Signature)

3/1/21
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/14/2021

Customer Name: Caplin Account #: 181523-1612

Property Address: 277 Merrimack St.

Reason for Request: leaking toilet

Service Dates: 9/21/20-12/21/20 Bill Date: 2/3/2021

Consumption: 118 ccf % Increase from Average: 303%

Average Consumption: 39 ccf Based on: used last 14 quarters
house vacant prior owner

Difference: 79 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold.

Approve Jm

Abatement Total: 79 ccf at \$ 3.61 \$ 285.19

Highway
Recommendation: _____ Date: _____

Kevin A. Sheppard, P.E.
Public Works Director
Timothy J. Clougherty
Deputy Public Works Director
Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Herbert
Harold Sullivan
Robert R. Rusk
Rick Robinson
Bill Skouris

CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Michael Caplin

Address: 277 Meccimack ST

Manchester (City) NH 03103 (State) (Zip)

Phone Number: 603-303-1700 (Area Code) (Number)

Customer Account Number: 181523-1612

Address of Property for which Abatement is Requested: 35 Garland Rd

Manchester (City) NH 03103 (State) (Zip)

Billing Period: 9/21/20 - 12/21/20

Amount of Abatement Request: 300.00

Reason for Abatement Request: Leaking toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☐ No ☒

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Michael Caplin (Signature)

3/14/21 (Date)

340 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 624-6234
E-mail: WPD@manchesternh.gov • Website: www.manchesternh.gov

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Robert G. Ross, DDS
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

To: Alderman Kevin Cavanaugh
Chairman, CIP Committee

From: Anna Thomas, MPH
Director, Manchester Health Department

Date: July 23, 2021

Re: Additional Funding – System of Care – SAMHSA funding

The Health Department will be receiving an additional \$726,206 in new funding from the Substance Abuse and Mental Health Services Administration for year three of the project. Funding will be used to improve mental health outcomes for infants, toddlers, and children (birth through age 8) with serious emotional disturbances, and their families, by adapting the NH Wraparound Practice Model for this age cohort, enhancing the framework and the service delivery system to ensure the youngest children are cared for, and their families are supported.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

We thank the Committee for their consideration.

CIP BUDGET AUTHORIZATION

CIP#: 212020	Project Year: 2020	CIP Resolution: 6/10/2019
Title: System of Care - SAMHSA		Amending Resolution: 9/7/2021
Administering Department: Health Department		Revision: #2

Project Description: The Manchester System of Care (MSOC) grant aims to improve mental health outcomes for infants, toddlers, and children (birth through age 8) with serious emotional disturbances, and their families, by adapting the NH Wraparound Practice Model for this age cohort, enhancing the framework and the service delivery system to ensure the youngest children are cared for, and their families are supported. To achieve the necessary systems-change required, the Manchester-based partnership will:

1) Develop the MSOC infrastructure and capacity; 2) Implement high-fidelity wraparound care coordination for young children and their families; and 3) Improve MSOC functioning, efficiency, and sustainability.

Federal Grants	Federal Grant: YES	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Project Initiation	09/30/2019
2.	Project Completion	09/29/2023
3.		
4.		
5.		
		9/29/2023

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wage	\$52,835.00	\$0.00	\$0.00	\$52,835.00
Fringes	\$4,885.00	\$0.00	\$0.00	\$4,885.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,134,680.00	\$0.00	\$0.00	\$2,134,680.00
TOTAL	\$2,192,400.00	\$0.00	\$0.00	\$2,192,400.00

Revisions: #1- Increase budget \$736,188 (from \$730,006 to \$1,466,194) for year 2 of grant.
 #2 - Increase budget \$726,206 (from \$1,466,194 to \$2,192,400) for year 3 of grant.

Comments: \$730,006 FEDERAL - funding from Department of Health and Human Services.
 \$736,188 FEDERAL - funding from Department of Health and Human Services.
 \$726,206 FEDERAL - funding from Department of Health and Human Services.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2020 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Twenty Six Thousand Two Hundred Six Dollars (\$726,206) for the FY 2020 CIP 212020 System of Care—SAMHSA.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 CIP as contained in the 2020 CIP budget; and

WHEREAS, the 2020 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate FEDERAL funding from Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Mental Health Services for the purpose of improving mental health outcomes for infants, toddlers and children (birth through 8) with serious emotional disturbances and their families;

NOW, THEREFORE, be it resolved that the 2020 CIP be amended as follows:

By increasing:

FY 2020 CIP 212020 System of Care—SAMHSA - \$726,206 FEDERAL

Resolved, that this Resolution shall take effect upon its passage



Recipient Information

1. Recipient Name

MANCHESTER, CITY OF
1528 ELM ST STE 1

MANCHESTER, NH 03101

2. Congressional District of Recipient

01

3. Payment System Identifier (ID)

1026000517A4

4. Employer Identification Number (EIN)

026000517

5. Data Universal Numbering System (DUNS)

790913636

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Jaime Hoebeke

jhoebeke@manchesternh.gov
603-657-2733

8. Authorized Official

Anna Thomas
athomas@manchesternh.gov
604-624-6466

Federal Agency Information

9. Awarding Agency Contact Information

Troy Valladares

Center for Mental Health Services
TROY.VALLADARES@SAMHSA.HHS.GOV
240-276-1967

10. Program Official Contact Information

Ewelina Taran

Center for Mental Health Services
ewelina.taran@samhsa.hhs.gov
240-276-1005

Federal Award Information

11. Award Number

5H79SM082210-03

12. Unique Federal Award Identification Number (FAIN)

H79SM082210

13. Statutory Authority

Sect.561-565 (PHS Act) & Sect.10001 (21st Cent.Cures Act)

14. Federal Award Project Title

Manchester System of Care

15. Assistance Listing Number

93.104

16. Assistance Listing Program Title

Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 09/30/2021 – End Date 09/29/2022

20. Total Amount of Federal Funds Obligated by this Action	\$726,206
20a. Direct Cost Amount	\$726,206
20b. Indirect Cost Amount	\$0

21. Authorized Carryover \$0

22. Offset \$0

23. Total Amount of Federal Funds Obligated this budget period \$726,206

24. Total Approved Cost Sharing or Matching, where applicable \$428,116

25. Total Federal and Non-Federal Approved this Budget Period \$1,154,322

26. Project Period Start Date 09/30/2019 – End Date 09/29/2023

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$3,505,398
---	-------------

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Eileen Bermudez

30. Remarks

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.



SOC Implementation
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Notice of Award

Issue Date: 07/22/2021

Award Number: 5H79SM082210-03

FAIN: H79SM082210

Program Director: Jaime Hoebeke

Project Title: Manchester System of Care

Organization Name: MANCHESTER, CITY OF

Authorized Official: Anna Thomas

Authorized Official e-mail address: athomas@manchesternh.gov

Budget Period: 09/30/2021 – 09/29/2022

Project Period: 09/30/2019 – 09/29/2023

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$726,206 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to MANCHESTER, CITY OF in support of the above referenced project. This award is pursuant to the authority of Sect.561-565 (PHS Act) & Sect.10001 (21st Cent.Cures Act) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
Eileen Bermudez
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 5H79SM082210-03**Award Calculation (U.S. Dollars)**

Personnel(non-research)	\$10,895
Fringe Benefits	\$1,677
Contractual	\$713,634

Direct Cost	\$726,206
-------------	-----------

Approved Budget	\$1,154,322
------------------------	--------------------

Federal Share	\$726,206
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Non-Federal Share	\$428,116
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Cumulative Prior Awards for this Budget Period	\$0
--	-----

AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$726,206
--	------------------

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
3	\$726,206
4	\$745,158

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.104
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EIN:	1026000517A4
------	--------------

Document Number:	19SM82210A
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Fiscal Year:	2021
--------------	------

IC	CAN	Amount
SM	C96J546	\$726,206

IC	CAN	2021	2022
SM	C96J546	\$726,206	\$745,158

SM Administrative Data:

PCC: CMHI-19 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79SM082210-03

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 5H79SM082210-03

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 5H79SM082210-03

REMARKS

Continuation Award

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted for the ***SM-19-009: Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (System of Care (SOC) Expansion and Sustainability Grants) - CMHI-19*** program is being continued.

This award reflects acceptance of the attestation letter signed and dated *February 1, 2021* by the Authorized Representative of the Organization, that there are no budget changes above 25% of the total previous budget period in response to the continuation application request.

2. Key Staff

Key staff (or key staff positions, if staff has not been selected) are listed below:

Jaime Hoebeke, Project Director @ 100% level of effort

Sabitri Rayamajhi, Lead Family Coordinator @ 50% level of effort

Jessica Cote, Lead Family Coordinator @ 50% level of effort

Key Staff and other grant-supported staff may not exceed 100% level of effort across all federal and non-federal funding sources.

Any changes to key staff including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project requires prior approval and must be submitted as a post-award amendment in eRA Commons.

The proposed PD must be registered in eRA Commons and the Commons ID of the proposed PD must be stated on Section 4 Applicant Identifier of the SF-424. In addition, the PD info must be entered in Section 8f of the SF-424. Please see [SAMHSA PD Account Creation Instructions \(PDF | 687 KB\)](#) for a quick step-by-step guide and [SAMHSA Grantee PD Account Creation Slides \(PDF | 987 KB\)](#) for additional information on the eRA Commons registration process for the PD.

3. All Post-Award Amendments must be submitted in eRA Commons for prior approval. Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a post award amendment in eRA Commons: <https://www.samhsa.gov/grants/grantsmanagement/post-award-changes>. Prior approval is required for but is not limited to: change in key personnel and level of effort, budget revision, change in scope, formal carryover request, and no cost extension. Reference the full prior approval term on the SAMHSA website under Standard Terms and Conditions at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standardterms-conditions>. Technical questions regarding the submission of a post-award amendment in eRA Commons should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>.

4. All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading Grant Management Reference Materials for Grantees.

5. Recipients are expected to plan their work and ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

STANDARD TERMS AND CONDITIONS

Annual Federal Financial Report (FFR or SF-425)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements will be consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or SF-425) initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments.

The FFR is required on an annual basis no later than 90 days after the end of each Budget Period. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional

submission dates will be shown below.

Your organization is required to submit an FFR for this grant funding:

- **By December 30, 2022**, submit the Federal Financial Report (FFR)/(SF-425).

Effective January 1, 2021, recipients can connect seamlessly from the **eRA Commons FFR Module** to **PMS** by clicking the “**Manage FFR**” button on the “**Search for Federal Financial Report (FFR)**” page.

- Recipients who do not have access to PMS may use the following instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-newuser.html>.
- Recipients who currently have access to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module using the following instructions: <https://pms.psc.gov/grant-recipients/access-changes.html>.
 - Instructions on how to submit a FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> **(Must be logged into PMS to access link)**

If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533.

Note: Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.

Annual Programmatic Progress Report

By **December 30, 2022**, submit via eRA Commons.

The Programmatic Report is required on an annual basis and must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month budget period.

The Annual Programmatic Report must, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this incremental period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond**

to Terms and Conditions.

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Standard Terms for Awards

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on Page 3 of your Notice of Award. SAMHSA's Terms and Conditions Webpage is located at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Consistent Treatment of Costs

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. *Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.).* If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), *Audit Requirements*.

Compliance with Award Terms and Conditions

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH [45 CFR 75.371](#), REMEDIES FOR NON-COMPLIANCE AND [45 CFR 75.372](#) TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Staff Contacts:

Ewelina Taran, Program Official

Phone: 240-276-1005 **Email:** ewelina.taran@samhsa.hhs.gov

Troy Valladares, Grants Specialist

Phone: 240-276-1967 **Email:** TROY.VALLADARES@SAMHSA.HHS.GOV

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Robert G. Ross, DDS
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

To: Alderman Kevin Cavanaugh, Chairman, CIP Committee

From: Anna Thomas, MPH
Public Health Director

Date: July 21, 2021

RE: Additional funding – Asthma Home Visiting Program - \$3,000

The Health Department has received additional funding in the amount of \$3,000 for the Asthma Home Visiting Program. This supports the establishment of formal linkages with emergency depts. at the local hospitals to provide in-home asthma education for adults & children.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

We thank the Committee for their consideration.

CIP BUDGET AUTHORIZATION

CIP#: 213121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Asthma Home Visiting Program

Amending Resolution: 10/6/2020

Administering Department: Health Department

Revision: #1

Project Description:

To support the establishment of formal linkages with emergency depts at the local hospitals to provide in-home asthma education for adults & children. This will enable the Dept to pilot a hot-spotting approach to addressing asthma among children & adults who are presenting in the emergency dept with uncontrolled asthma, as evidenced within the City's significantly higher rates of chronic ambulatory care sensitive conditions (i.e. asthma, diabetes, hypertension). Typically, medical treatment in the emergency dept for these types of conditions may be an indicator of a lack of health insurance and/or primary care doctor.

Federal Grants

Federal Grant: No

Grant Executed:

Environmental

Review Required: No

Completed:

Critical Events

1.	Project Initiation	9/1/2020
2.	Project Completed	8/31/2021
3.		
4.		
5.		
		8/31/2021

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$29,000.00	\$0.00	\$0.00	\$29,000.00
Fringes	\$14,000.00	\$0.00	\$0.00	\$14,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$43,000.00	\$0.00	\$0.00	\$43,000.00

Revisions:

Revision #1-Increase budget by \$3,000 (from \$40,000 to \$43,000)

Comments:

Source of Funds: NH Dept of Health and Human Services, Division of Public Health Services, Asthma Control Program.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Three Thousand Dollars (\$3,000) for the FY 2021 CIP 213121 Asthma Home Visiting Program”.

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the NH Department of Health and Human Services to provide additional one-time funding to support the asthma home visiting program;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By increasing:

FY 2021 CIP 213121 Asthma Home Visiting Program - \$3,000 STATE

Resolved, that this Resolution shall take effect upon its passage

Amendment
to
Memorandum of Agreement
between
Community Health Access Network (CHAN)
and
Manchester Health Department
for
Consultant Services for Evaluation
Contract No.20-21:MHD-01

Section 1. Purpose

The Community Health Access Network (CHAN) agrees to amend the existing contract No.20-21 MHD-01 as noted below regarding scope of services.

Section 2. Scope of Services

Support of Asthma Home Visiting Program

Section 3. Compensation

CHAN will pay contractor an **additional \$3,000** to support health department home visiting activities and supplies as noted in original and amended agreement. \$2,000 of that to be reimbursed for work completed between Sept. 1, 2020 and June 30, 2021. \$1,000 to be reimbursed for work completed between July 1, 2021 and August 31, 2021.

The original deliverables remain the same.

Amended: June 2021

IN WITNESS WHEREOF, the parties have executed this Amendment.

Joan Tulk, Executive Director
Community Health Access Network

Manchester Health Department

Date

Date

Andre R. Parent
Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester *Fire Department*

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Andre R. Parent

DATE: July 20, 2021

RE: Firehouse Subs Public Safety Award

We were recently notified that we are the recipients of the Firehouse Public Safety Award. This award is for \$8,239.70 and will allow us to purchase two winch kits, two mounting brackets and six power tool adaptors. I am writing to request permission to accept these funds. This award doesn't require a match from the City. I will cover the cost of any increase in price of the equipment since the quote was generated with my budget. Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#: 410522

Project Year: 2022

CIP Resolution: 6/8/2021

Title: Firehouse Subs Public Safety Award

Amending Resolution: 9/7/2021

Administering Department: Fire Dept

Revision:

Project Description:

We are the recipients of the Firehouse Subs Public Safety Award. This award is for \$8,239.70 and will be used to purchase two winch kits, two mounting brackets and six power tool adaptors.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

8/1/2021

6/30/2022

6/30/2022

Line Item Budget

OTHER

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$8,239.70

\$0.00

\$0.00

\$8,239.70

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$0.00

\$0.00

\$0.00

\$0.00

TOTAL**\$8,239.70****\$0.00****\$0.00****\$8,239.70****Revisions:****Comments:** Funding Source: Firehouse Subs

Planning Department/Startup Form - 07/1/20

\$8,239.70

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Two Hundred Thirty Nine Dollars and Seventy Cents (\$8,239.70) for the FY 2022 CIP 410522 Firehouse Subs Public Safety Award.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2022 CIP as contained in the 2022 CIP budget; and

WHEREAS, the 2022 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate OTHER funding from Firehouse Subs to provide one-time funding for the purchase of equipment;

NOW, THEREFORE, be it resolved that the 2022 CIP be amended as follows:

By adding:

FY 2022 CIP 410522 Firehouse Subs Public Safety Award - \$8,239.70 OTHER

Resolved, that this Resolution shall take effect upon its passage

Roy, Kimberly

From: Paulhamus, Melissa
Sent: Tuesday, July 20, 2021 1:29 PM
To: Roy, Kimberly
Subject: FW: Firehouse Subs Public Safety Award
Attachments: Foundation Logo.jpg-RGB.jpg; Donated by-logo for grants.jpg; Foundation Logo-VectorCMYK.eps; Q3 2021 Grant Recipient Press Release FINAL.docx; Foundation Logo-VectorCMYK.ai; Q3 2021 Grant Recipient Social Template FINAL.docx

Hi Kim,

Below is the award for the Firehouse Subs award.

Melissa

From: Geoffrion, Meghan
Sent: Monday, July 19, 2021 11:58 AM
To: Paulhamus, Melissa <MPaulhamus@manchesternh.gov>
Subject: Firehouse Subs Public Safety Award

Below is the award letter for the Firehouse Subs Public Safety Award. No match – any increase in price to be covered out of FD budget.

Meghan M. Geoffrion
Emergency Management Coordinator

*Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101*

c. (603) 851-1405
mgeoffrion@manchesternh.gov
emergencymanagement@manchesternh.gov

From: Firehouse Subs Public Safety Foundation [<mailto:foundation@firehousesubs.com>]
Sent: Wednesday, July 7, 2021 11:36 AM
To: Geoffrion, Meghan <mgeoffrion@manchesternh.gov>; Field, Robert <RFIELD@manchesternh.gov>
Cc: Robert Baldacci <robert.baldacci@firehousesubs.com>; Elizabeth Baldacci <elizabeth.baldacci@firehousesubs.com>; Daniel Pettit <daniel.pettit@firehousesubs.com>; Firehouse Subs Public Safety Foundation <foundation@firehousesubs.com>; Sheri Kohler <skohler@firehousesubs.com>; Ty Lowry <ty.lowry@firehousesubs.com>
Subject: APPROVED: Firehouse Subs Public Safety Foundation Grant

Dear Meghan & Robert,

We are pleased to announce that the Firehouse Subs Public Safety Foundation Board of Directors has awarded the **City of Manchester, on behalf of City of Manchester Fire Department in Manchester, NH** the requested **Two Winch Kits; Two Mounting Brackets & Six Power Tool Adaptors** valued at up to **\$8,239.70**. If your grant award must be approved by your city council, please add this item to the agenda immediately, and contact us with the meeting date.

PROCUREMENT:

The procurement process for your grant award will be determined by our Foundation, and we will contact you no later than Tuesday, August 31, 2021 to initiate the process. Do not make any advanced purchases, as failure to adhere to our chosen method will jeopardize your grant award.

If you have any fulfillment questions, please email Procurementfoundation@firehousesubs.com.

PUBLIC RELATIONS (PR) NOTES

- PR announcements from your organization regarding the grant award are optional. If you choose to share the good news, please use the attached press release template and/or social media post template and send it back to Foundation@firehousesubs.com and FHSPSF@coynepr.com for review and approval (allowing for 72 hours turnaround time). *Please do not pitch or post before receiving approval from the Foundation team.*

Use of the Firehouse Subs Public Safety Foundation logo:

- We ask that your organization acknowledges the grant by displaying our Foundation logo on granted items/equipment whenever possible. Our Foundation logo is attached for your convenience. Please note that the final artwork will need to be approved by our Foundation via Foundation@firehousesubs.com before being displayed.

Did you know?

More than 70% of the funds raised for the Firehouse Subs Public Safety Foundation come from the generosity of Firehouse Subs guests and the restaurant brand? Please consider supporting a Firehouse Subs restaurant near you.

We are very excited to assist your organization and ultimately improve the lifesaving capabilities of your community.

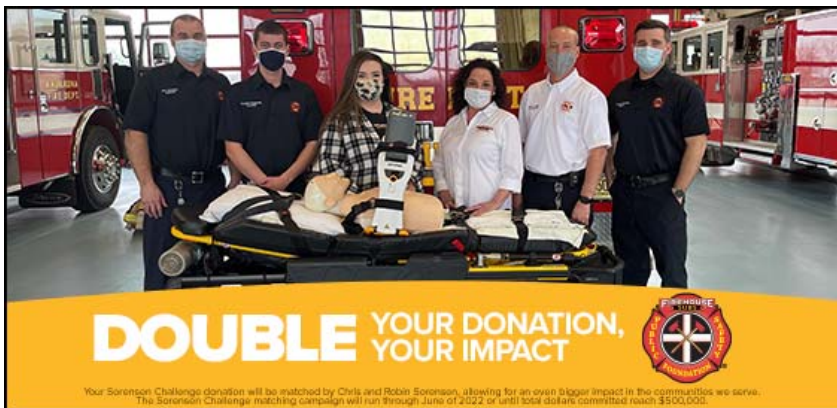
Firehouse Subs Public Safety Foundation

foundation@firehousesubs.com

FirehouseSubsFoundation.org

[Twitter](#)

[Facebook](#)



Donate Now to support our first responders
and your gift will be matched, dollar for dollar.

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The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.

Andre R. Parent
Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Andre R. Parent

DATE: July 20, 2021

RE: HazMat Allocation- FLIR

I am requesting permission to accept grant funding in the amount of \$16,738 from the State of New Hampshire to purchase a radiation detector. This grant does not require the City to match funds. Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#: 410622

Project Year: 2022

CIP Resolution: 6/8/2021

Title: HazMat Allocation-FLIR

Amending Resolution: 9/7/2021

Administering Department: Fire Dept

Revision:

Project Description: Funds from the State to purchase a radiation detector.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	8/1/2021
2.	Project Completion	12/31/2021
3.		
4.		
5.		
		12/31/2021

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$16,738.00	\$0.00	\$0.00	\$16,738.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$16,738.00	\$0.00	\$0.00	\$16,738.00

Revisions:**Comments:** Funding Source: Homeland Security Grant

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Sixteen Thousand Seven Hundred Thirty Eight Dollars (\$16,738) for the FY 2022 CIP 410622 HazMat Allocation-FLIR.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2022 CIP as contained in the 2022 CIP budget; and

WHEREAS, the 2022 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the STATE of NH to provide one-time funding to support the purchase of a radiation detector;

NOW, THEREFORE, be it resolved that the 2022 CIP be amended as follows:

By adding:

FY 2022 CIP 410622 HazMat Allocation-FLIR - \$16,738 FEDERAL

Resolved, that this Resolution shall take effect upon its passage

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

SUB-RECIPIENT INFORMATION REPORTING FORM

(It is recommended this form be completed by your grant administrator or chief financial officer.)

Section I **MUST** be completed by applicants seeking federal funding assistance from the Homeland Security Grant.

SECTION I. AGENCY/INSTITUTION NAME & ADDRESS

Name: City of Manchester Fire Department

Address: 100 Merrimack Street

City: Manchester

State: New Hampshire

Zip Code: 03110 - 2210_
(9 digits required)

Sub-Recipient **DUNS Number:** 160246856

Sub-Recipient **MPIN Number** (CCR Registration Number): **Completed:** _____ Yes _____ No

Section II **MUST** be completed if this application seeks federal funds totaling \$25,000.00 or more.

SECTION II. SUB-RECIPIENT REVENUE INFORMATION
(Preceding Fiscal Year)

Sub-Recipients Annual Gross Revenues Exceeded 80 percent or more in Federal Awards	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Sub-Recipients Annual Gross Revenues Equal or Exceed \$25,000,000.00. in Federal Awards	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Sub-Recipient's 5 Most Highly Compensated Officers	Officer Names	Officer Compensation
	1.	
	2.	
	3.	
	4.	
	5.	
Comments		

PREPARED BY:	DATE:
Name: Meghan Geoffrion	05/06/2021
Title: Emergency Management Coordinator	
Telephone: (603) 851-1405	
Email: mgeoffrion@manchesternh.gov	

Instructions for Completing Sub-Recipient Information Reporting Form

Agency/Institution Name & Address

- Please give the name and address for the agency or institution receiving the federal funding
- Do not give a name and address of an individual's name working at the agency or institution

Sub-Recipient DUNS Number

- The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.
- If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge: <http://fedgov.dnb.com/webform>
- For more information on DUNS numbers, please visit the federal government's grant administration website: http://www.grants.gov/applicants/org_step1.jsp

Sub-Recipient MPIN/CCR Number (not required)

- The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment process.

Sub-Recipient Annual Gross Revenues Exceed 80 Percent or more in Federal Awards

- Please check "yes" if, in the preceding fiscal year, your agency or institution received 80 percent or more of its annual gross revenues in federal awards.
- Please check "no" if, in the preceding fiscal year, your agency or institution did not receive 80 percent or more of its annual gross revenues in federal awards.

Sub-Recipient Annual Gross Revenues Equal or Exceed \$25,000,000. in Federal Awards

- Please check "yes" if, in the preceding fiscal year, your agency's or institution's annual gross revenues equaled or exceeded \$25,000,000 in federal funds.
- Please check "no" if, in the preceding fiscal year, your agency's or institution's annual gross revenues did not equal or exceed \$25,000,000 in federal awards.

Sub-Recipient Highly Compensated Officers

- If you checked "no" in the two boxes above, then this information is not required.
- If you checked "yes" in the two boxes above, and if the public does not have access to this information through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. Section 78m(a), 780(d)), or Section 6104 of the Internal Revenue Code of 1986, then please list the names and compensation amounts of the five (5) most highly compensated employees within your agency or institution.

Comments

- This is not a required field. Please feel free to add any comments you feel are necessary to fully explain your answers in the above fields.

SPECIAL CONDITIONS – FFY 2017

SUBGRANTEE: Manchester Fire Department

GRANT AWARD AMOUNT: \$16,738

GRANT TITLE: HazMat Allocation - FLIR

GRANT AWARD DATE: 4/13/2021

GRANT PROGRAM: SHSP

CFDA#: 97.067

ALL SPECIAL CONDITIONS MUST BE RESPONDED TO ***WITHIN THIRTY (30) DAYS*** FROM THE AWARD DATE AND PRIOR TO DISBURSEMENT OF FUNDS UNLESS OTHERWISE SPECIFIED. **THESE GRANT FUNDS EXPIRE ON August 31, 2021**. Accordingly per DHS/FEMA- Office of Financial & Grants Management guide: page 21: The award period is the period of time when Federal funding is available for obligation by the recipient. The recipient may charge to the grant only allowable costs resulting from the obligations incurred during the funding period... Any funds not properly obligated by the recipient within the grant award period will lapse and revert back to DOS or DHS/FEMA...The obligation period is the same as the award period listed on the award document.

BY SIGNING THIS FORM YOU AGREE TO THE CONDITIONS OF THIS GRANT.


* * * * *

1. Please note the following special conditions for your grant award:
 - a. Indicate which of the following is true regarding the project funded with these Homeland Security dollars **by circling the correct selection (circle only one)**:
 - i. Sustaining or maintaining a capability acquired with federal homeland security funding.
 - ii. Sustaining or maintaining a capability acquired without federal homeland security funding; or
 - iii. Developing or acquiring a new core capability.
 - b. Per 2017 Grant Guidance, please provide your DUNS number here: **160246856**
 - c. ***The following must be submitted in order for you to be considered for an award:***
 - i. Hazmat Teams **must** submit a list of current command staff and team members.
 - ii. Regional Hazmat Teams, not affiliated with a single municipality, **must** submit the most recent meeting minutes showing the election of officers.
2. ***Project Implementation:*** The subrecipient agrees to implement this project within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. For projects subject to EHP/NEPA, NO work can begin until EHP/NEPA approvals are granted. DOS-GMU will advise sub-recipient of the approval once received. DOS-GMU reserves the right to verify project start date. All projects must be completed at least 30 days prior to end of the grant period as specified on the Grant Special Conditions page. No work may be completed or be eligible for reimbursement if it occurs after the grant period end date.
3. All sub-grantees must comply with the Grant Terms and Conditions included with this award.
4. All sub-grantees must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2017 Homeland Security Grant Program Guidelines. Additional information about achieving compliance is available through the training officers at the NH Department of Safety's Fire Academy and EMS Bureau and the Division of Homeland Security and Emergency Management.
5. All sub-grantees must comply and be familiar with Homeland Security Presidential Policy Directive-8, the National Preparedness System* (NPS) and the National Preparedness Goal (NPG). See: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness> .
6. It is recommended that all grant recipients modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols. http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf

7. All SHSP sub-grantees must, when appropriate, engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines. Grantees are encouraged to integrate with the Citizens' Corp from their local area. Contact VolunteerNH!
8. Recurring costs/fees are not allowable for funding under the 2015 Homeland Security Grant Program. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for 12 months during the year of equipment purchase only and cannot extend beyond the end date of the grant.


Signature of Authorized Official


Signature of Program Manager/Contact


Date


Date

Article I - Summary Description of Award

The purpose of the FY 2017 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Buy American and Hire American

All recipients are required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 through 8305), and any other applicable statutes, regulations, or rules that require, or provide a preference for, the purchase

Or acquisition of goods, products, or materials produced in the United States.

Article III - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article IV - Procurement of Recovered Materials

All recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article V - Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. Section 2409, U.S.C. Section 4712, 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

Article VI - Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions

Of flags or likenesses of Coast Guard officials.

Article VII - USA Patriot Act of 2001

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends 18 U.S.C. sections 175-175c.

Article VIII - Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in the terms and conditions.

Article IX - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article X - Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. section 794](#), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XI - Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) as amended by [22 U.S.C. sections 7104](#). The award term is located at [2 C.F.R. sections 175.15](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article XII - Terrorist Financing

All recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XIII - SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XIV - Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article XV - Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVI - Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. sections 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XVII - Civil Rights Act of 1964 - Title VI

All recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 ([42 U.S.C. section 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

Article XVIII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

Article XIX - Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. sections 12101-12213](#)).

Article XX - Age Discrimination Act of 1975

All recipients must comply with the requirements of the Age Discrimination Act of 1975 ([Title 42 U.S. Code, section 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XXI - Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article XXII - Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, and requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXIII - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above. The United States has the right to seek judicial enforcement of these obligations.

Article XXIV - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form 424B [Assurances - Non-Construction Programs](#), or OMB Standard Form 424D [Assurances - Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

Article XXV - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act](#), Pub. L. No. 96-517, as amended, and codified in [35 U.S.C. section 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. sections 401.14.

Article XXVI - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXVII - Non-supplanting Requirement

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXVIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate

Initials of Authorized Official:
Date: 5/6/21

in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R.

Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXIX - National Environmental Policy Act

All recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXX - Lobbying Prohibitions

All recipients must comply with [31 U.S.C. section 1352](#), which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

Article XXXI - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide

meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXXII - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, [15 U.S.C. section 2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, [15 U.S.C. section 2225](#).

Article XXXIII- Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. section 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 ([49 U.S.C. section 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

Article XXXIV - Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXXV - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

Article XXXVI- False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of [31 U.S.C. sections 3729 - 3733](#) which prohibit the submission of false or fraudulent claims for payment to the federal government. (See [31 U.S.C. section 3801-3812](#) which details the administrative remedies for false claims and statements made.)

Article XXXVII - Energy Policy and Conservation Act

All recipients must comply with the requirements of [42 U.S.C. section 6201](#) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. section 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

Article XXXIX- Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XL- Drug-Free Workplace Regulations

All recipients must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. section 8101 et seq.), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101-8107).

Article XLI - Civil Rights Act of 1968 All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. section 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See [24 C.F.R. sections 100.201.](#))

Initials of Authorized Official: JK
Date: 5/6/21

NH Department of Safety HSGP Special Grant Terms and Conditions 2017

NOTE: The grant terms and conditions must be submitted with the grant acceptance

1. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable 2 CFR 200 and the FFY 2017 U.S. Department of Homeland Security, Grant Program Guidance and Application Kit. The applicant assures that it will comply and all its subrecipients and contractors will comply, with the applicable provisions of the U.S. Department of Homeland Security, FFY 2017 Homeland Security Grant Program Guidance and Application Kit, and all other applicable federal laws, orders, circulars or regulations.
2. **Freedom of Information Act (FOIA):** FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.
3. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
4. **Bidding Requirements:** The subrecipient must comply with proper competitive bidding procedures as 2 CFR 200.310-316 and 2 CFR 200.317-326. On any items, including those bids in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the DOS for review and approval; but adequate documentation must be maintained in the subrecipient's files. On any items, including those bids in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to DOS, if requested.
 - a. **Buy American Act SEE ARTICLE II herein :** In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a) However, grants authorized under the Stafford Act, including EMPG program, must follow these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such purchases would not be in the public interest
5. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant.
6. **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
7. **Compliance Agreement:** The subrecipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.
8. **Conflict Of Interest:** Per 2 CFR 200 Recipients and subrecipients must disclose in writing to FEMA or its pass through entity, any potential conflict of interest in the Federal award's lifecycle. Personnel and other officials connected with this grant shall refer to the advice below but insure that a local policy is in place to comply generalized paraphrased policy sample herein and given below:

Advice: No official or employee of a state or unit of local government or of non-government grantees/subrecipients shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

Appearance: In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subrecipients shall avoid any action which might result in, or create the appearance of the following:

- Using his or her official position for private gain;

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- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; and/or
- Adversely affecting the confidence of the public in the integrity of the government or the program.

Recipients and subrecipients must disclose, in a timely manner and in writing to FEMA or the pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.

9. **Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, **not to exceed the maximum of \$650.00 per day.** **Permission for costs that exceed \$650 per day in total will need to be granted by DOS who must seek approval for DHS/FEMA for an increased rate.**
10. **Continuation:** The applicant agrees that if the requested project is funded continuation is not guaranteed.
11. **Contract Requirements:** The applicant agrees that no contract or agreement may be entered into by the subrecipient for execution of project activities or provision for services to a sub grant project (other than the purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved application. Any such arrangements will provide that the subrecipient will retain ultimate control and responsibility for the project and that the contractor will be bound by these conditions as well as the subrecipient.
12. **Construction Projects:** HSGP Program is effectively considered a non-construction program. However, subrecipients using funds for ancillary construction projects/work must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 et seq.). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determination, is available from the following website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.
13. **Data Collection:** The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.
14. **Deobligation of Grant Funds:** All grants must be deobligated at the end of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by DOS.
15. **Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subrecipient agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the subrecipient agrees to the following:
 - Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition and
 - Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.
16. **Equipment:** The subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and the NH Department of Safety - Grants Management Unit." Additionally, when practicable, any equipment purchased with funding under this agreement shall bear on it the logos of the NH Department of Safety - Grants Management Unit and U.S. Department of Homeland Security.
17. **Financial Responsibility:** The financial responsibility of subrecipients must be such that the subrecipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:
 - Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
 - Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - The accounting system should provide accurate and current financial reporting information; and,
 - The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

18. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the subrecipient with respect to sub grant funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to DOS quarterly and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from DOS.
19. **Interoperable Equipment:** Grantee is responsible for all license requirements resulting from a potential grant. Equipment must meet DHS/FEMA recommended P-25 compatible standards
20. **Legal Action:** The subrecipient agrees that should the NH Department of Safety - Grants Management Unit determine that it needs to take legal action against the subrecipient for actions arising out of the grant, the subrecipient will waive jurisdiction and have the case heard in either state or federal court in Concord, New Hampshire.
21. **Obligation of Grant Funds:** Grant funds may not be obligated prior to the effective date of the approved grant application and without advance written approval by DOS. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 30 calendar days before the end of the grant period.
22. **Performance:** This grant may be terminated or fund payments discontinued by DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by DOS. In the event the subrecipient fails to perform the services described herein and has previously received financial assistance from DOS, the subrecipient shall reimburse DOS the full amount of the payments made. However, if the services described herein are partially performed, and the subrecipient has previously received financial assistance, the subrecipient shall proportionally reimburse DOS for payments made.
23. **Property Control:** Effective control and accountability must be maintained for all personal property. Subrecipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subrecipients should exercise caution in the use, maintenance, protection and preservation of such property. Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CFR 200.310-200.316):

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the grantee or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Disposition. Must be reported to Grants Management and completed in accordance with 2 CFR 200. In cases where a grantee or subrecipient fails to take appropriate disposition actions, the awarding agency may direct the grantee or subrecipient to take excess and disposition actions.

Federal equipment. In the event a grantee or subrecipient is provided federally-owned equipment:

- (1) Title will remain vested in the Federal Government.
- (2) Grantees or subrecipients will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
- (3) When the equipment is no longer needed, the grantee or subrecipient will request disposition instructions from the Federal agency.

Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers

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shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
- (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200.
- (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
 - (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200
 - (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.
24. **Records:** The applicant will give the grantor agency or the DHS or the Office of the Inspector General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.
 25. **Recording and Documentation of Receipts and Expenditures:** Subrecipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
 26. **Reports:** The subrecipient shall submit, at such times and in such form as may be prescribed, such reports as DOS may reasonably require, including financial reports, progress reports, final financial reports and evaluation reports.
 27. **Final and fiscal close-out Report:** The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.
 28. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved. Re: Property records see as previously noted in this section: Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CRF 200.310-200.316):
 29. **Suspension or Termination of Funding:** DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subrecipient for any of the following reasons:
 - Failure to comply substantially with requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law;
 - Failure to adhere to the requirements, standard conditions or special conditions;
 - Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding;
 - Failure to submit reports;
 - Filing a false certification in this application or other report or document;
 - Other good cause shown.

30. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subrecipient's approved project plan and budget. Items must be in the subrecipient's approved grant budget in order to be eligible for reimbursement.
31. **Utilization of Minority Businesses:** Subrecipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
32. **Written Approval of Changes:** Any mutually agreed upon changes to this sub grant must be approved, in writing, by DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

Reporting Requirement: Typing of Equipment and Training:

Ongoing HSGP Guidance, FOA, and NOFAs require that all where applicable grantees report equipment purchases and the typed capability the equipment supports (where such typing guidance exists); the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 63 responders were trained in structural collapse to support 23 Type 2 USAR Teams); and the total number of a defined type of resource and capabilities built utilizing the resources of this grant. Grantees will specify the number of resources, capability supported, whether it is a NIMS or State/local typed resource, the cost, and whether the resource sustains current capabilities or adds new capabilities. The resources should be reported only after equipment is delivered or after training has occurred and the corresponding grant funds have been expended. GMU will advise further on format for reporting upon grant award.

As a condition of the receipt of these funds:

Funding may be suspended or terminated for filing a false certification in this application or other reports or document as part of this program.

Tracking of Equipment:

Upkeep, maintenance, and training of and for equipment procured as part of the Homeland Security grant program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent.

Equipment valued over \$5,000:

To comply with OMB 2 CFR 200 equipment valued at this level must inventoried and tracked locally and be reported to the State Department of Safety (DOS) – Grants Management Unit for 2 years or until the item carries a depreciated value of less than \$250. The disposition of the equipment must be reported. DOS recommends consulting with local auditor's compliance and disposition rules governing equipment procured with Federal funds.

Certification by Official Authorized to Sign


I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds. **CERTIFICATION: I CERTIFY THAT I AM DULY AUTHORIZED UNDER THE STATUTES OF THE STATE OF NH TO APPLY FOR, AUTHORIZE, OR ACCEPT THE HOMELAND SECURITY GRANT FUNDS / EQUIPMENT HEREIN. ***THE AUTHORIZING OFFICIAL MUST BE STATUTORILY ALLOWED TO SIGN A CONTRACT FOR THE MUNICIPALITY (i.e. Mayor, City Manager, Town Manager, Chairperson BOS, etc.) PER RSA 31:95b or RSA 37:6**

Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal Homeland Security grant funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. DHS/FEMA I.B. 379 allows as well as FP-205-402-125-1 which apply to maintenance and sustainment of grant or in some cases non- grant acquired capabilities with specific definitions. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of" existing local funding for equipment or programs. The funds are intended to provide local entities with **increased or in 2017 sustained capabilities** or to build capacity to address CBRNE/WMD terrorist incidents.

Initials of Authorized Official: gl
Date: 5/6/21


CERTIFICATION BY PROGRAM MANAGER/CONTACT*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Program Manager/Contact as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Meghan Geoffrion Title: Emergency Management Coordinator
Agency: Manchester Fire Department Mailing Address: 100 Merrimack St.
Phone Number: (603) 851-1405 Manchester, NH 03101
Fax Number: (603) 669-7707 E-Mail Address: mgeoffrion@manchesternh.gov
Signature: 


CERTIFICATION BY FINANCIAL OFFICER*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Financial Officer as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Melissa Paulhamus Title: Administrative Services Manager
Agency: Manchester Fire Department Mailing Address: 100 Merrimack St.
Phone Number: (603) 669-2256 Manchester, NH 03101
Fax Number: (603) 669-7707 E-Mail Address: mpaulhamus@manchesternh.gov
Signature: 

CERTIFICATION BY AUTHORIZED OFFICIAL*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Authorized Official as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Joyce Craig Title: Mayor
Agency: City of Manchester Mailing Address: 1 City Hall Plaza
Phone Number: (603) 624-6500 Manchester, NH 03101
Fax Number: (603) 624-6576 E-Mail Address: jcraig@manchesternh.gov
Signature: 
Authorized Official (Per NH RSA 31:95b or RSA 37:6)

***NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON.**

ACCEPTANCE OF AUDIT REQUIREMENTS

FFY 2017 Homeland Security Grant Program

We agree to have an audit conducted in compliance with OMB Uniform Guidance 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If a State Agency: Non-Federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through sub awards) in the organizational fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of if applicable to your State Agency in accordance with 2 CFR 200 F and the State CAFR. If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

NH Department of Safety
Office of the Commissioner
Grants Management Unit
33 Hazen Drive
Concord, NH 03305

The following is information on the next organization-wide audit that will include this agency:

1. *Audit Period
(Organization's fiscal or calendar year to be audited)

Beginning: 07/01/2021 Ending: 06/30/2022
date date

2. Audit will be submitted to NH DOS Grants Management Unit by:
(Date must be no later than the ninth month after the end of the audit period)

Date: 03/30/2023

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Uniform Guidance 2 CFR 200.


NH DOS Grants Management Unit will furnish any information regarding the OMB Uniform Guidance 2 CFR 200 audit requirements, upon request.

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR GRANT AWARD BEING
DELAYED AND/OR CANCELLED.**

Signatures: Dated 05/06/2021


Program Director

Melissa Pauchamus
Financial Officer


 Authorized Official
 (per RSA 31:95b or RSA 37:6)

Meghan Geoffrion
Print Name

Melissa Paulhamus
Print Name

Joyce Craig
Print Name

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Uniform Guidance 2 CFR 200.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. **Subrecipient/subawardee Name and Address:**

City of Manchester Fire Department

100 Merrimack Street

Manchester, NH 03101

2. **Project Name:** _FLIR_

3. **Grantee IRS Number:** _DUNS 160246856 / EIN 02-6000517_

4. **Typed Name and Title of Authorized Representative:** _Joyce Craig_

Mayor 

5. **Signature of Authorized Representative:** _____

6. **Date:** _05/06/2021_

Andre R. Parent
Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Andre R. Parent

DATE: July 20, 2021

RE: Warm Zone EMS Equipment & Training

We were recently awarded an additional \$6,000 from the State to be added to our existing Warm Zone EMS Equipment & Training grant to purchase additional equipment from the Approved Item Checklist. This supplementary award doesn't require a match from the City. I am requesting permission to accept these funds.

Also, I am requesting that this project be extended from its original stop date of June 30, 2021 to December 31, 2021.

CIP BUDGET AUTHORIZATION

CIP#: 410921 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: Warm Zone EMS Equipment & Training Amending Resolution: 9/7/2021
 Administering Department: Fire Department Revision: #1

Project Description: Funding to provide Warm Zone EMS training and equipment for fire department members.

Federal Grants

Federal Grant: Yes
 Grant Executed: No

Environmental

Review Required: No
 Completed:

Critical Events

1. Project Initiation	9/1/2020
2. Project Completion	12/31/2021
3.	
4.	
5.	
	12/31/2021

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$100,000.00	\$0.00	\$0.00	\$100,000.00
TOTAL	\$106,000.00	\$0.00	\$0.00	\$106,000.00

Revisions:

Revision #1-Increases budget by \$6,000 (from \$100,000 to \$106,000) and extends the completion date to 12/31/2021.

Comments:

FEDERAL Funds: Homeland Security Grant

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Six Thousand Dollars (\$6,000) for the FY 2021 CIP 410921 Warm Zone EMS Equipment & Training.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate FEDERAL funding from Homeland Security to add additional funding to support Warm Zone EMS Equipment & Training;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By increasing:

FY 2021 CIP 410921 Warm Zone EMS Equipment & Training - \$6,000 FEDERAL

Resolved, that this Resolution shall take effect upon its passage

State of New Hampshire

ROBERT L. QUINN
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.
EDDIE EDWARDS
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

July 7, 2021

City of Manchester
Att: Meghan Geoffrion
100 Merrimack Street
Manchester, NH 03101

Re: 2018 Homeland Security Grant Program Award – EMS Warm Zone Equipment

Dear Ms. Geoffrion,

It is my pleasure to inform you that upon review of your 2018 Homeland Security Grant Application, the City of Manchester Fire Dept has been awarded \$6,000. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2018 Homeland Security Grant Program (HSGP) for the purchase of the equipment listed on the attached Approved Item Checklist.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification, and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within fifteen (15) days of the date of this letter. Special conditions requirements must be responded to within thirty (30) days of the date of this letter. Failure to meet these requirements will result in a delay in reimbursement or cancellation of your grant award.

We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

A handwritten signature in cursive script, reading "Pamela Urban-Morin".

Pamela Urban-Morin
Grants Administrator

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

June 18, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP #510121: Rock Rimmon Phase 2 & CIP #510421: Prout Park Pickle Ball

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that transfer of funds occurs from CIP#510421 (Prout Park Pickle Ball) into CIP#510121 (Rock Rimmon Phase 2) in the amount of \$24,000.00.

The Prout Park project is coming in under budget and it is substantially complete. The Rock Rimmon project is going to be slightly over the original budget once completed due to unforeseen site conditions beneath the skate feature area that included building an additional haul road, excavating out unsuitable organic materials to a depth of five (5) feet over an area of approximately 65' by 35', lining with a geotextile, and then backfilling to grade with clean gravels.

A DPW representative will be available for discussion at the May Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me at this office.

Very truly yours,

Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.
KC Moran, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 510121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Rock Rimmon Park Phase 2

Amending Resolution: 9/7/2021

Administering Department: Public Works-Parks, Rec & Cemeteries

Revision: #1

Project Description:

The initial phase of this project included the City's first splash pad, the renovation of the pickleball courts and the installation of a new play ground. This project is revitalizing an area with numerous families and decreasing the incidence of vandalism, graffiti and illicit activity. The next phase would construct a new basketball court, improve a walking trail, and add parking to support the demand in this location.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed: Completed

Critical Events

1.	Project Initiation	7/01/2020
2.	Project Completion	6/30/2031
3.		
4.		
5.		
		6/30/2031

Line Item Budget

	CDBG	BOND		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$235,545.00	\$213,455.00	\$0.00	\$449,000.00
TOTAL	\$235,545.00	\$213,455.00	\$0.00	\$449,000.00

Revisions:

Revision #1-Increase budget by \$24,000 BOND (from \$425,000 to \$449,000) transferred from CIP #510421.

Comments:

Authorization of Entitlement funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 510421

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Prout Park Pickle Ball

Amending Resolution: 9/7/2021

Administering Department: Public Works-Parks, Rec & Cemeteries

Revision: #1

Project Description:

Court based sports have always been popular with the adults in this community, and organized pickleball has out-grown the Rimmon location. Conversion of a former basketball court at Prout Park will provide a similar facility on the east side of the City. Additional parking will support the expanded use of this park and draw additional adults to the park, thereby reducing illicit activities.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/01/2020

6/30/2036

6/30/2036

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$226,000.00

\$0.00

\$0.00

\$226,000.00

TOTAL**\$226,000.00****\$0.00****\$0.00****\$226,000.00****Revisions:**

Revision #1-Decrease budget by \$24,000 (from \$250,000 to \$226,000) and transfer to CIP #510121.

Comments:

Planning Department/Startup Form - 07/1/20

\$226,000.00

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and transferring funds in the amount of Twenty Four Thousand Dollars (\$24,000) for the FY 2021 CIP 510121 Rock Rimmon Park Phase 2.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By decreasing:

FY 2021 CIP 510421 Prout Park Pickle Park - \$24,000 BOND

By increasing:

FY 2021 CIP 510121 Rock Rimmon Park Phase II—\$24,000 BOND

Resolved, that this Resolution shall take effect upon its passage

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

July 20, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: Merging of CIP #710019, CIP#713015 and CIP#711819: LED Lighting Improvements

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that transfers of funds occur from CIP#710019 (ROW Reconstruction FY19) in the amount of \$124,120.00 and CIP#713015 in the amount of \$4,385.53 into CIP#711819 for a total budget of \$194,055.53 with a total of \$158,610.53 remaining in the newly combined fund for lighting improvements.

The reason for this consolidation is to combine smaller CIPs together into one singular CIP to put out a single on-call lighting repair contract to address several different problematic lighting areas around the City. DPW also asks to reword the CIP language of CIP #711819 to more accurately reflect this combination and the larger scale level of this work along with the differing factors that may be experienced throughout the City from this work.

A DPW representative will be available for discussion at the May Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me at this office.

Very truly yours,

Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.
Tim Clougherty
Mary Williams

CIP BUDGET AUTHORIZATION

CIP#: 710019 Project Year: 2019 CIP Resolution: 5/15/2018
Title: Annual ROW Road Reconstruction Amending Resolution: 9/7/2021
Administering Department: Public Works-Highway Revision: #2

Project Description: To reconstruct and resurface City streets for enhanced traffic flow and safety that may include sidewalk renovation, curbing, drainage improvements, and other upgrades.

Federal Grants

Federal Grant: No Environmental Review Required: No
Grant Executed: Completed:

Critical Events

1. Project Initiation	7/17/2018
2. Project Completion	6/30/2039
3.	
4.	
5.	
	6/30/2039

Line Item Budget

	BOND			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,394,880.00	\$0.00	\$0.00	\$3,394,880.00
TOTAL	\$3,394,880.00	\$0.00	\$0.00	\$3,394,880.00

Revisions:

#1 - Transfers \$6,000 Bond to CIP Project #712018 for Match
Revision #2-Transfer \$124,120 to CIP #711819 (from \$3,519,000 to \$3,394,880).

Comments:

CIP BUDGET AUTHORIZATION

CIP#: 711819 Project Year: 2019 CIP Resolution: 6/12/2018
Title: LED Street Lighting Project Amending Resolution: 9/7/2021
Administering Department: Highway department Revision: #1

Project Description: To install LED Street Lighting and associated poles, wiring, conduit and other infrastructure as needed to support the street lighting program.

Federal Grants

Federal Grant: No
Grant Executed: N/A

Environmental

Review Required: No
Completed:

Critical Events

1. Project Initiation	12/18/2018
2. Project Completion	12/31/2033
3.	
4.	
5.	

Line Item Budget

	BOND			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$194,055.53	\$0.00	\$0.00	\$194,055.53
TOTAL	\$194,055.53	\$0.00	\$0.00	\$194,055.53

Revisions:

Revision #1 - Transfer in \$128,505.53 (\$124,120 from CIP #710019 and \$4,385.53 from CIP #713015) increasing budget to \$194,055.53.

Comments:

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="713015"/>	Project Year: <input type="text" value="2015"/>	CIP Resolution: <input type="text" value="6/10/2014"/>
Title: <input type="text" value="LED Street Lighting Project"/>		Amending Resolution: <input type="text" value="9/7/2021"/>
Administering Department: <input type="text" value="Highway Department"/>		Revision: <input type="text" value="#3"/>

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text" value="N/A"/>		Completed: <input style="width: 100px;" type="text"/>

Critical Events

1	<input type="text" value="Project Initiation"/>	<input type="text" value="3/3/2015"/>
2	<input type="text" value="Project Completion"/>	<input type="text" value="6/30/2022"/>
3	<input style="width: 600px;" type="text"/>	<input style="width: 100px;" type="text"/>
4	<input style="width: 600px;" type="text"/>	<input style="width: 100px;" type="text"/>
5	<input style="width: 600px;" type="text"/>	<input style="width: 100px;" type="text" value="6/30/2022"/>

Line Item Budget

	BOND	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,234,802.32	\$350,000.00	\$0.00	\$3,584,802.32
TOTAL	\$3,234,802.32	\$350,000.00	\$0.00	\$3,584,802.32

Revisions

#1 - Transfers \$55,812.15 Bond to CIP Project #510517.

#2 - Transfers \$50,000 Other to CIP Project #711118.

Revision #3 - Transfer \$4,385.53 Bond to CIP #711819 (from \$3,239,187.85 to \$3,234,802.32)

Comments:

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2015 and FY2019 Community Improvement Programs, authorizing and transferring funds in the amount of One Hundred Twenty Eight Thousand Five Hundred Five Dollars and 53 Cents(\$128,505.53) for the FY 2019 CIP 711819 LED Street Lighting Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2015 CIP and 2019 CIP as contained in the 2015 and 2019 CIP budget; and

WHEREAS, the 2015 and 2019 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer BOND funding to support the LED Street Lighting Project;

NOW, THEREFORE, be it resolved that the 2015 and 2019 CIP be amended as follows:

By decreasing:

FY 2015 CIP 713015 LED Street Lighting Project - \$4,385.53 BOND

By decreasing:

FY 2019 CIP 710019 Annual ROW Road Reconstruction—\$124,120 BOND

By increasing:

FY 2019 CIP 711819 LED Street Lighting Project—\$128,505.53

Resolved, that this Resolution shall take effect upon its passage

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson, Chair
James Burkush
Trixie Dysart
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

July 21, 2021

Chairman Cavanaugh
CIP Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Subject: CSO Mitigation Program
Issuance of Sewer Revenue Bonds

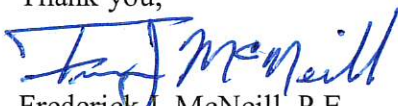
Dear Chairman Cavanaugh,

In September 2020 EPD entered into a 20-year \$231 million consent decree with the Department of Justice, EPA, and the New Hampshire Department of Environmental Services to mitigate CSO discharges into the Merrimack River. EPD also has several other federally mandated wastewater projects ongoing to comply with the Clean Water Act. Lastly, EPD has several other critical environmental infrastructure projects ongoing including, but not limited to, the final sewer expansion project for the city. Cumulatively, these projects are estimated at \$330 million over the next 20-years.

EPD has been working closely with the Finance Department and the city's bond counsel, PFM Financial Advisors LLC, to review and evaluate funding options for this large scale program. After due and careful consideration, it is recommended that EPD issue \$55.0 million in sewer revenue bonds to pay for our planned projects over the next two-years. PFM Financial Advisors LLC has advertised the proposed sewer revenue bonds and received eleven statements of qualifications and four trustee proposals from various financial institutions. Please find attached the draft bond resolution for the committee's review and approval.

If you have any questions regarding EPD's request for sewer revenue bonds, or if you require any additional information, please feel free to contact us at your convenience.

Thank you,


Frederick J. McNeill, P.E.
Chief Engineer

cc: Ms. Sharon Wickens
Mr. Kevin A. Sheppard, P.E.
Mr. Timothy J. Clougherty

CIP BUDGET AUTHORIZATION

CIP#: 712722

Project Year: 2022

CIP Resolution: 6/8/2021

Title: Various Capital Improvement Projects

Amending Resolution: 9/7/2021

Administering Department: DPW-EPD

Revision:

Project Description:

EPD's CIP Program for FY 2022 and FY 2023 including, but not limited to, CSO Abatement Program, CMOM Sewer Program, Cohas Brook Sewer Project, WWTP Projects, and general environmental infrastructure support.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

9/1/2021

6/30/2061

6/30/2061

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$11,500,000.00

\$0.00

\$0.00

\$11,500,000.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$43,500,000.00

\$0.00

\$0.00

\$43,500,000.00

TOTAL**\$55,000,000.00****\$0.00****\$0.00****\$55,000,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$55,000,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Fifty Five Million Dollars (\$55,000,000) to pay for the 2022 CIP 712722 Various Capital Improvement Projects by the Environmental Protection Division, and for the payment of all other incidental costs related thereto. Projects include but are not limited to: design and construction of upgrades to the wastewater treatment plant, expansion of sewer service area and projects necessary for compliance with the Clean Water Act.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the New Hampshire Municipal Revenue Bond Act (RSA 33-B:1 et. seq), and any other enabling authority, the issuance and sale of municipal revenue bonds, notes or lease purchases in the aggregate principal amount not to exceed Fifty Five Million Dollars (\$55,000,000) at one time or from time to time in one or more series as one or more separate bond, note or lease purchase issues for financing costs for various Capital Improvement Projects by the Environmental Protection Division, and for the payment of all other incidental costs related thereto including reserves. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such installments as shall be determined by the Finance Officer with the approval the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, interest rates, redemption features, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and to determine the method of sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing the various Capital Improvement Projects by the Environmental Protection Division, and including the payment of all costs incidental and related thereto including reserves. Projects include but are not limited to: design and construction of upgrades to the wastewater treatment plant, expansion of sewer service area and projects necessary for compliance with the Clean Water Act. It is hereby found and determined that the public works and improvements to be financed by said bonds, notes or lease purchase have a useful live in excess of 40 years.

Purpose		Amount
2022 –		
712722	Various Capital Improvement Projects	\$55,000,000

It is hereby found and determined that the public works and improvements to be financed by said bonds, notes or lease purchase have a useful live in excess of 40 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to re-new or refund the same under and pursuant to and to the extent permitted by law.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Fifty Five Million Dollars (\$55,000,000) to pay for the 2022 CIP 712722 Various Capital Improvement Projects by the Environmental Protection Division, and for the payment of all other incidental costs related thereto. Projects include but are not limited to: design and construction of upgrades to the wastewater treatment plant, expansion of sewer service area and projects necessary for compliance with the Clean Water Act.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 4. Any bonds, notes or lease purchases authorized by this Resolution shall not constitute a pledge of the City’s full faith and credit but shall be payable solely from revenues that may be pledged by the City to their repayment through the operation of Environmental Protection Division, as shall be more fully set forth in an environmental protection division revenue bond trust or security agreement or resolution to be adopted by the City on or before the issuance of any bonds, notes or lease purchases authorized by this Resolutions, in accordance with the Municipal Revenue Bond Act, and any other enabling authority, the terms of which shall be determined at the discretion of the Finance Officer with the approval of the Mayor.

SECTION 5. This Resolution shall take effect upon its passage.

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Robert G. Ross, DDS
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

To: Alderman Kevin Cavanaugh
Chairman, CIP Committee

From: Anna Thomas, MPH
Director, Manchester Health Department

Date: July 21, 2021

Re: Extending Grant Date - Manchester Crisis Response Unit: United in Harm Reduction

The Health Department has received an extension, through December 31, 2021, on the \$149,891 for Manchester Crisis Response: United in Harm Reduction from the University of Baltimore. In partnership with MFD and MPD, this project uses a combination of spatial mapping through ODMAP & Social Network Analysis to identify high-risk & high-influence individuals for proactive, targeted intervention in the Manchester community.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Thank you.

CIP BUDGET AUTHORIZATION

CIP#: 213621

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Manchester Crisis Response Unit: United in Harm Reduction

Amending Resolution: 9/7/2021

Administering Department: Health Department

Revision: #1

Project Description:

In partnership with MFD and the Manchester Police Department, this project will use a combination of spatial mapping through ODMAP and Social Network Analysis to identify high-risk and high-influence individuals for proactive, targeted intervention in the Manchester community. Using these tools, we aim to maximize the impact of harm reduction for overdose prevention, including facilitated referrals to addiction and mental health services, food and housing assistance, and other basic needs, in order to reduce the risk of repeat overdose and the rate of overdose fatalities.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	12/01/2020
2.	Project Completion	12/31/2021
3.		
4.		
5.		
		12/31/2021

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$115,047.88	\$0.00	\$0.00	\$115,047.88
Fringes	\$32,193.00	\$0.00	\$0.00	\$32,193.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,650.12	\$0.00	\$0.00	\$2,650.12
TOTAL	\$149,891.00	\$0.00	\$0.00	\$149,891.00

Revisions:

Revision #1-Adjust line items and extend the budget to 12/31/2021.

Comments:

Source of Funds: University of Baltimore Center for Drug Policy and Prevention.

Research Subaward Agreement Amendment

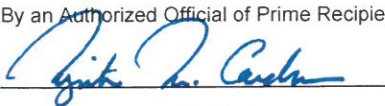

Prime Recipient	Subrecipient	
Institution/Organization ("Prime Recipient") Name: University of Baltimore Address: 1420 N. Charles Street Baltimore, MD 21201	Institution/Organization ("Subrecipient") Name: City of Manchester, NH Health Department Address: 1528 Elm Street Manchester, NH 03101	
Prime Award No. G2099ONDCP06A	Subaward No. 031	Principal Investigator Stacey Lazzar, MA
Effective Date of Amendment July 19, 2020	Amendment No. 1	

Amendment(s) to Original Terms and Conditions

1. The **Period of Performance** is extended through **December 31, 2021**.
2. The **Budget Modification** approved June 2, 2021 is incorporated into the agreement and the **Budget** is amended as follows:

	Approved Budget	Budget Modification 6/2/2021	Updated Budget
Personnel	\$ 116,698.00	\$ (1,650.12)	\$ 115,047.88
Fringe	\$ 32,193.00	\$ -	\$ 32,193.00
Facilities	\$ -	\$ -	\$ -
Travel/Training	\$ -	\$ -	\$ -
Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Supplies	\$ 1,000.00	\$ -	\$ 1,000.00
Equipment	\$ -	\$ 1,650.12	\$ 1,650.12
Indirect Cost	\$ -	\$ -	\$ -
Total	\$ 149,891.00	\$ -	\$ 149,891.00

All other terms and conditions of this Subaward Agreement remain in full force and effect.

By an Authorized Official of Prime Recipient:  Name: Margarita M. Cardona Title: Assistant Provost, Sponsored Research	By an Authorized Official of Subrecipient:  Name: J. F. Felle Title:
Date 7/19/2021	Date 7/20/2021


Andre R. Parent
Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Andre R. Parent 

DATE: July 20, 2021

RE: FY21 Radiological Emergency Preparedness Project Extension

I am writing to request the extension of the end date of our FY21 REP program (project # 411421) to December 31, 2021. Each year, we are awarded \$13,500 in flat rate funds. These funds don't have an expiration date and any money that is left at the end of the project year can be rolled over to the next project year. However, we have yet to receive our award letter for our FY22 REP program. Once we receive that award letter, I will request that the balance of FY21 flat rate be transferred to the new project year. In the meantime, in order to continue using the flat rate funds, a project extension is necessary. Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#: 411421 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: Radiological Emergency Preparedness Program Amending Resolution: 4/20/2021
 Administering Department: Fire Department Revision: #2

Project Description: To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1. Project Initiation	9/30/2020
2. Project Completion	12/31/2021
3.	
4.	
5.	
	12/31/2021

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Fringes	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$27,081.06	\$0.00	\$0.00	\$27,081.06
TOTAL	\$41,081.06	\$0.00	\$0.00	\$41,081.06

Revisions: Revision #1-increase budget by \$13,581.06; \$2970.14 from CIP #410919, \$10,610.92 from CIP #411620.
 Revision #2-Extends the project completion date to 12/31/2021.

Comments: Source of Funds: NH Dept of Safety Division of Homeland Security and Emergency Management.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

July 14, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #510320 – Sheehan-Basquil Rehab Phase 2 – Extension

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the Sheehan-Basquil Phase II project be extended. The original request and Budget Authorization did not accurately reflect the life of the bond. This extension will bring that into compliance. We ask that the completion date be adjusted from 6/30/2021 to 6/30/2035.

A DPW representative will be available for discussion at the August Board of Mayor and Alderman Committee meeting. In the meantime, if you have any questions, please do not hesitate to contact me at this office.

Very truly yours,

Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.
Tim Clougherty

CIP BUDGET AUTHORIZATION

CIP#: 510320 Project Year: 2020 CIP Resolution: 6/10/2019
Title: Sheehan-Basquill Park Phase II Amending Resolution: 9/1/2020
Administering Department: Public Works-Parks, Rec & Cemeteries Revision: #2

Project Description: The implementation of Phase 2 of Sheehan-Basquill site. The project includes parking, a splash pad and new recreational features. These funds are to be used for all other necessary improvements associated with this project.

Federal Grants

Federal Grant: Yes
Grant Executed:
Environmental Review Required: Yes
Completed: Pending

Critical Events

1. Project Initiation	7/1/2019
2. Project Completion	6/30/2035
3.	
4.	
5.	
	6/30/2035

Line Item Budget

	CDBG	BOND		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$435,000.00	\$0.00	\$435,000.00
Other	\$449,460.41	\$0.00	\$6,203.68	\$455,664.09
TOTAL	\$449,460.41	\$435,000.00	\$6,203.68	\$890,664.09

Revisions:

Revision #1 - Increases budget \$140,664.09 (\$134,460.41 CDBG & \$6,203.68 Other) from \$750,000 to \$890,664.09.
Funds transferred from the following: CIP #510319 - \$128,960.41 CDBG, CIP #510619 - \$6,203.68 Other and
CIP #510719 - \$5,500 CDBG.
Revision #2-Extend the completion date to 6/30/2035.

Comments:

Authorization of CDBG funds is contingent upon HUD grant execution.

Mayor Joyce Craig and Honorable Board of Aldermen
ATTN: Alderman Cavanaugh, Chair, Community Improvement Committee

July 19, 2021

Re: Request for funding from the Community Improvement Fund

Dear Alderman Cavanaugh,

The Nature Conservancy is working to provide a local and easy escape to nature for Manchester residents of all abilities and backgrounds through the construction of a unique fully accessible All Persons Trail (APT) at the Manchester Cedar Swamp Preserve.

In order to achieve this goal, we must raise \$68,000 to finish both the parking lot and its connection to the trailhead. We respectfully request that the Community Improvement Committee, and the Board of Mayor and Aldermen, approve a contribution from the City of Manchester's Community Improvement Fund of \$68,000 to ensure this project is completed prior to opening the trail to the public in early October.

While The Nature Conservancy owns and manages over 30 Preserves across New Hampshire, we are building an All Persons Trail at the Cedar Swamp Preserve because of Manchester's large and vibrant population. The 650-acre Preserve is recognized as a unique asset to the City in the newly updated Master Plan - providing public access to the outdoors, inspire green development and design and foster a sense of place.

Thanks to both generous private and public funders we have been successful in raising the necessary funds for the construction of the trail itself. The trail will be just over 1-mile in length, include six benches, a 200-foot boardwalk through a globally rare Atlantic White Cedar Swamp, and an observation platform at a large patch of wild Giant Rhododendrons. It will also include interpretive information at each bench with an audio tour component available in both English and Spanish.

The \$68,000 funding gap stems, in part, from the loss of anticipated funds from a joint application we pursued with the City to the Land and Water Conservation Fund (LWCF) aimed at expanding the parking area to accommodate the anticipated additional visitors, as well as ample designated ADA compliant parking spaces.

In 2019 we presented this project to the City of Manchester Department of Public Works (DPW), and DPW expressed considerable interest given their mission of connecting Manchester residents to open spaces and recreation amenities. They offered to support the project, specifically the creation of the expanded parking area. The parking area was surveyed, and an excellent design for a 15-car parking lot with 2 ADA parking spaces was created by DPW engineers. We then worked jointly with DPW to submit a grant application to LWCF through the New Hampshire Department of Parks and Recreation to support the project, including the parking area construction.

Unfortunately, due to a variety of reasons, the LWCF application was not able to be advanced in a timely manner. We currently have a contract in place with a professional accessible trail building company who is currently on-site to work solely on the All Persons Trail. In order for the trail construction crew to have an adequate staging area we were obligated to rough in the parking lot with hopes that we would raise the funds needed to cover the gap left by the lost LWCF funds.

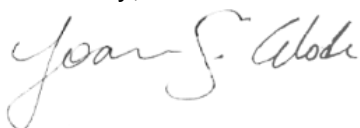
As the parking lot and the trail are separate projects, we have an active contract with *Advanced Excavation and Paving* for the parking lot construction. Work to date, which included the land clearing and roughing in the lot, was invoiced at \$24,800. We need an additional \$68,000 in order to optimize the space in the parking area, ensure adequate accessibility to the trailhead and delineate (paint) spaces in the parking lot. When itemized, this total cost would pay for the gravel sub-base, finish grading, paving, curbing and delineating spaces – particularly ADA parking spaces. This paving work cannot start until the trail portion of the project is completed and the trail crew has left the site with their materials. If we are able to receive this final portion of funding, we will be able to follow through with our contract with *Advanced Excavation and Paving* and complete the parking lot in early October - shortly before the trail opens for use.

The excitement we have heard, and continue to hear, from the community about the trail, and the very necessary additional parking, only reinforce the important and valuable resource this Preserve is for the City. We are grateful to both the City staff and the community of Manchester, who over the past year, have proven to be valued partners and have shown us how much this public green space means to those from all walks of life.

We have been working closely with Mike Whitten of the Manchester Transit Authority to ensure the parking lot (if finished) can easily accommodate City buses dropping off and picking up passengers in all seasons. We have held six focus-group style events with over 300 Manchester community members representing diverse groups and organizations to receive community input on the project design. Lack of parking at the Preserve and lack of public transportation to the Preserve has come up in every single conversation we have had about the property and the projected increased use.

We respectfully request a contribution of \$68,000 from the City of Manchester's Community Improvement Fund to The Nature Conservancy for completion of the parking lot. We look forward to continuing to work with the City on projects that increase access to outdoor spaces for all residents. Thank you very much for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Joanne S. Glode". The ink is dark and the signature is fluid, with a large initial 'J' and 'G'.

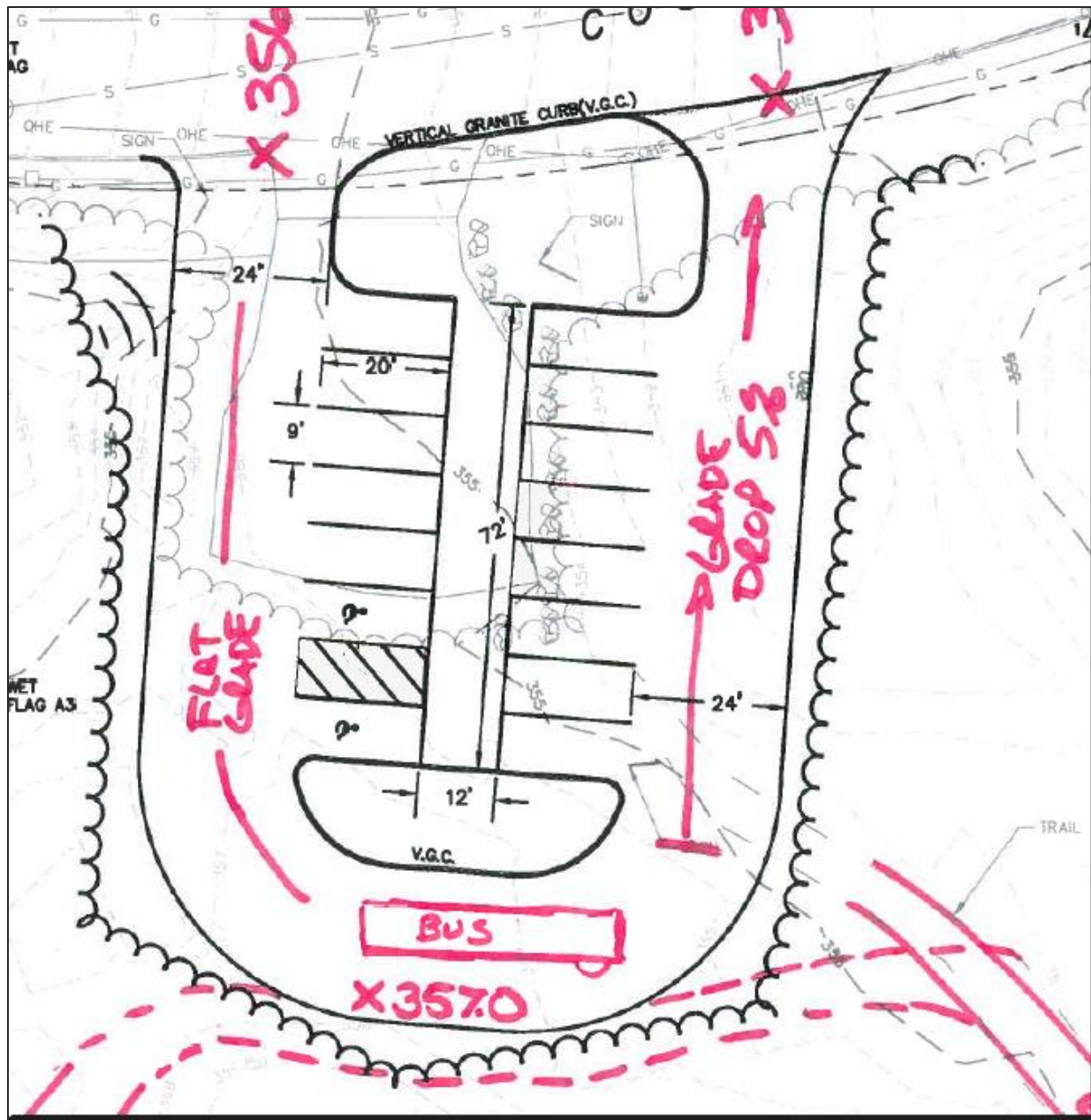
Joanne S. Glode
Southern NH Stewardship Ecologist & All Persons Trail Project Manager
The Nature Conservancy



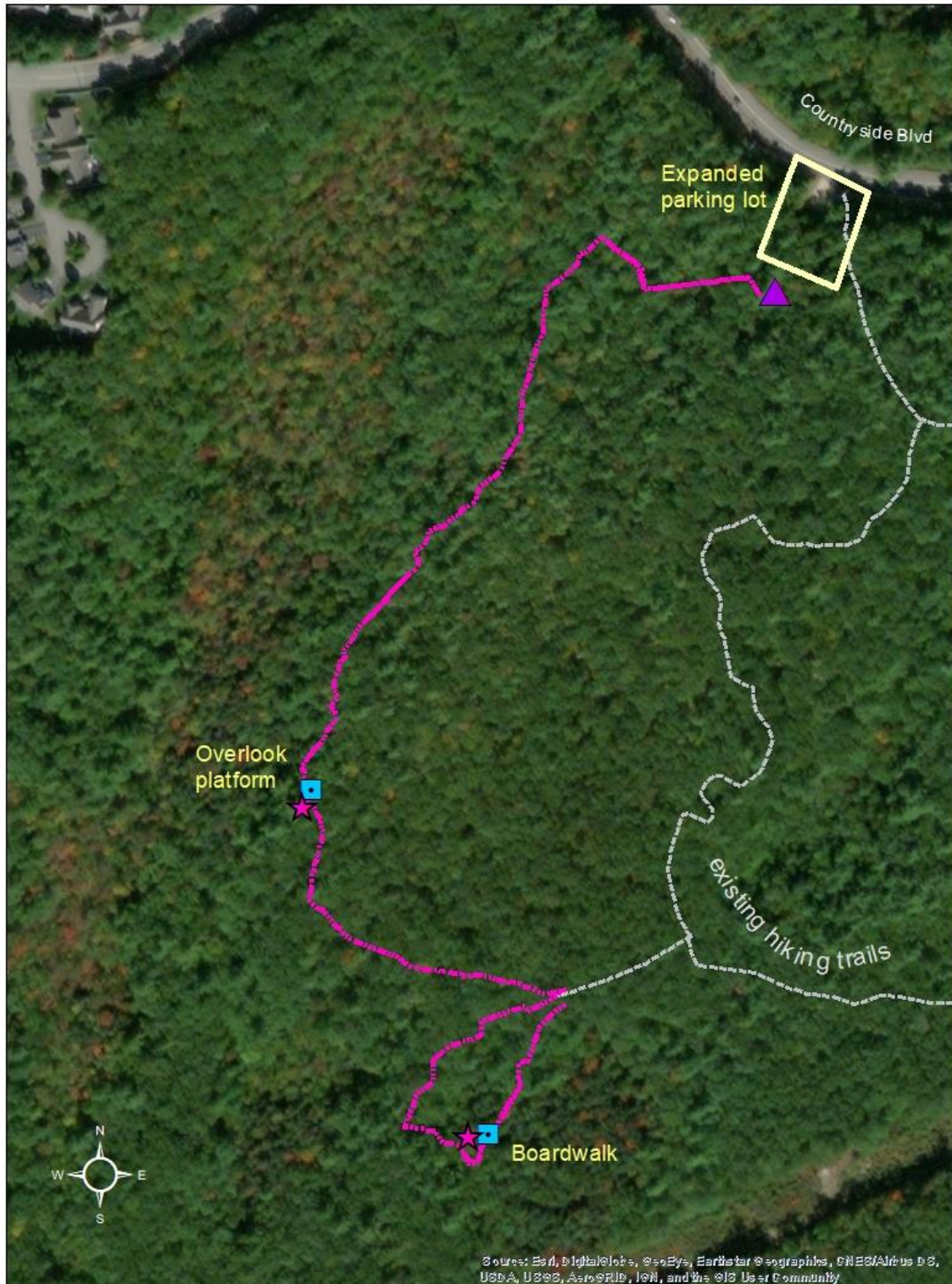
^^ Parking Lot Before
Fit 4-5 cars with no designated parking spaces.



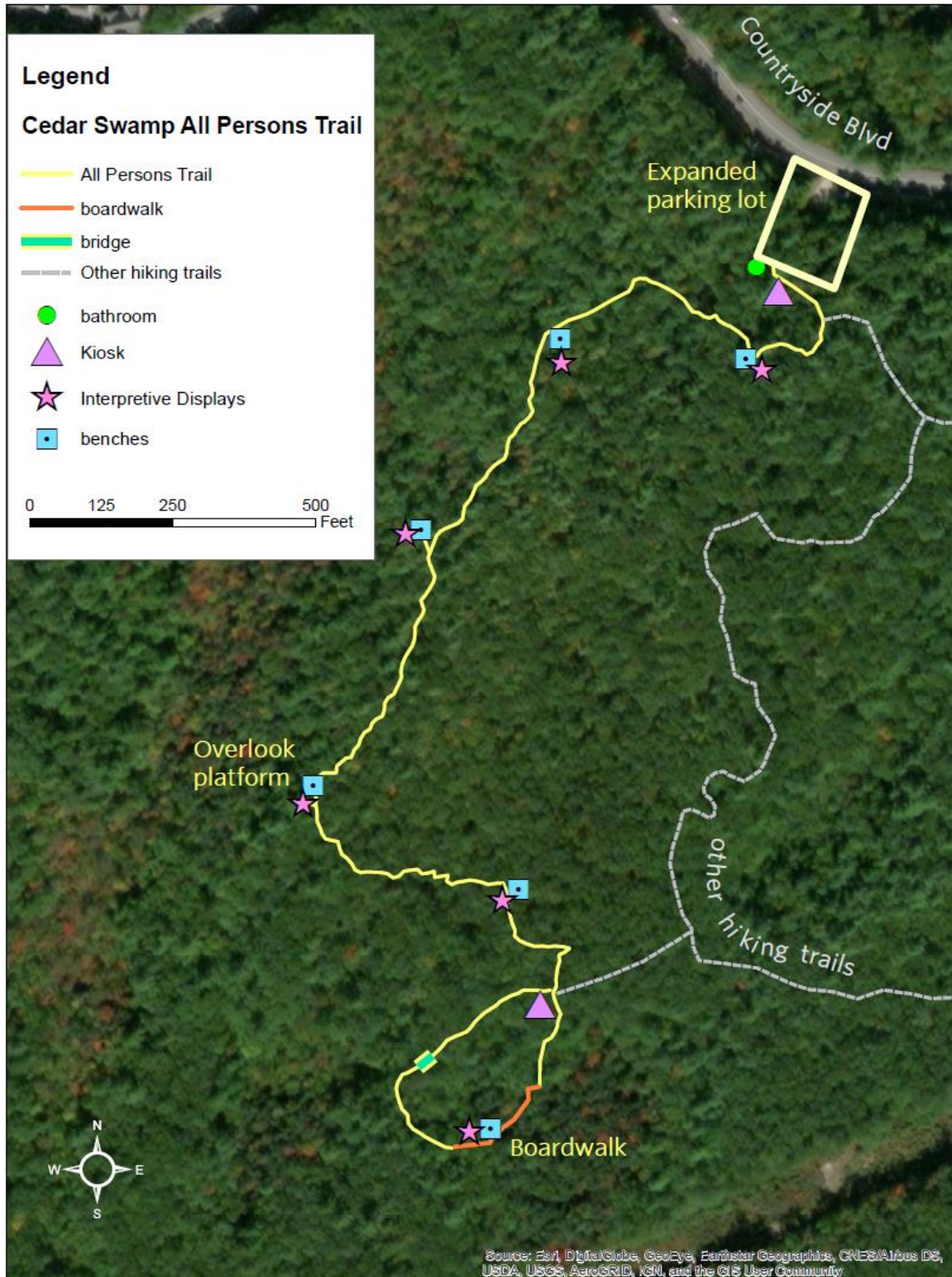
^^ Parking Lot Today
Will fit up to 15 cars with a bus turn around
and new welcome kiosk.



^^ Aerial view of expanded parking lot plan.



^^ Trail plan **before** community Input.



^^ Trail plan **after** community Input.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: July 26, 2021

Re: Neighborworks Southern New Hampshire – RENEW II Loan Consolidation

Neighborworks Southern New Hampshire (NSNH) has informed this office that they are seeking approval to refinance three existing properties, consisting of 101 units of affordable housing in 5 buildings. The refinance would result in the consolidation of three loans into one loan and allow NSNH to ensure long-term affordability and to perform much needed capital improvements. The City holds mortgages on one of the three properties and is in the process of evaluating a proposal seeking \$1.5 million for building renovations as a part of this initiative. The three properties associated with this request include the following:

1. Renaissance V, LP/Smith & Dow Building (40 units) located at 1426 Elm Street – the City currently holds no mortgages on this property.
2. Renaissance MM, LP/Carpenter & Bean Building (28 units) located at 1382 Elm Street - the City currently holds no mortgages on this property.
3. Renaissance 7, LP/Straw Mansion Apartments (33 units) located at 15 Temple Court – the City currently holds a mortgage on a \$450,000 HOME Loan. The outstanding balance of this loan is approximately \$788,430 which includes principal and accrued interest.

As proposed, NSNH would like to restructure the Renaissance 7 loan from the existing terms (4.84% interest, 30 year term, annual repayment based upon surplus cash flow) to new terms (0% interest, 30 year term, annual repayment based upon surplus cash flow) and that the new loan be subordinate to the new primary lender.

With reference to mortgage position, the City will remain in the same position after the loan is restructured. At this time, there are no federal requirements attached to any of these properties.

The proposed terms are consistent with other HOME loans. In recent years the interest rates have been 0% and annual payments have been based upon a percentage of surplus cash flow.

NSNH respectfully requests your review of this request, and for a recommendation for approval to the full Board.

Your review of this request and a recommendation to the full Board is respectfully requested.

July 16, 2021

Alderman Cavanaugh
Community Improvement Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: RENEW II Revitalization Initiative

Dear Alderman Cavanaugh,

Please accept the following request seeking the City's approval to re-subordinate its financing across three of our Manchester properties.

The RENEW II Revitalization Initiative involves the refinance of three existing properties, consisting of 101 units situated in 5 buildings. We are repackaging and refinancing these properties not only so that we can ensure long-term affordability for the families who live there, but also so that we can perform much needed capital improvements in order to continue to provide high-quality affordable housing opportunities to Manchester families. Combining three different properties and 101 units into one entity will also create economies of scale and operating efficiencies.

The three properties that comprise RENEW II and their status of City debt are as follows:

Renaissance V, LP / Smith & Dow Building; (40 units) located at 1426 Elm Street (Brownstones) - No City debt

Renaissance MM, LP / Carpenter & Bean Building; (28 units) located at 1382 Elm Street (Brownstones) - No City debt

Renaissance 7, LP / Straw Mansion Apartments; (33 units) located at 15 Temple Court
- \$450,000 of City HOME funds w/ approx. \$338,430 in accrued interest

With this request we respectively seek two things:

- Re-subordination of the existing HOME debt and the accrued interest on Renaissance 7, LP. This mortgage note currently has an interest rate of 4.84% and is payable annually in an amount equal to 25% of surplus cash. We propose an interest rate of 0% payable annually in an amount equal to 25% of surplus cash. Bringing the interest rate to 0% is more typical of HOME lending, the initial rate had been a requirement of another funding source. The City's lien position will increase from a holding on 33 units to a holding on 101 units.

TRUSTEES

Carolyn Benthien
Ron Boufford
Barry Brensinger
Richard M. Bunker
Dean Christon
Ellie G. Cochran
Robert Dastin, Esq.
Sylvio Dupuis
Matthew Kfoury
Mike Lopez
Claira P. Monier
Joseph B. Reilly
Dennis Ryan
Arthur Sullivan



- Authorization to assign the Renaissance 7, LP loans to the new entity which will be RENEW II, LP.

This request to re-subordinate is consistent with the approvals we received on a similar project in the Center City with our RENEW initiative. That project was completed in 2017 and involved five projects, 13 buildings, and 98 apartments. Working in partnership with the City of Manchester and New Hampshire Housing Finance Authority, we were able to complete a successful renovation project that resulted in their continued affordability, providing quality apartments for tenants, revitalized buildings in the neighborhood, and overall improved operating performance of the properties themselves. These are also the goals with RENEW II.

Additionally, and in concert with this request we have responded to the City's current RFP for HOME funds seeking \$1.5m to put towards building renovations as part of this initiative.

Please do not hesitate to contact me or my staff should you have any questions or need additional information.

Sincerely,



Robert Tourigny
Executive Director